

# PROJECT LETTER AND QUESTIONNAIRE EXAMPLE

March 31, 2004

The Honorable Ralph Regula  
Chairman  
Subcommittee on Labor, HHS, Education  
and Related Agencies  
Committee on Appropriations  
2358 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Chairman:

As you negotiate with the Senate on the FY 2005 Labor, HHS, Education, and Related Agencies Appropriations bill, I ask your support for the following projects of critical importance to the 55th District of Kentucky. I have listed them in order of priority.

1. Assistive Technology Services Center, Thelma Memorial Hospital, Thelma, KY - \$350,000
2. Kentucky State Board of Education, Frankfurt, KY, for Improving Mathematics Achievement in the Middle Grades at Zion Elementary District 6 - \$50,000
3. Franklin Key Emergency Youth Shelter - \$100,000

I appreciate your consideration of my requests. Should your staff need any additional information, please have them contact Jane Doe on my staff at 5-####.

Sincerely,

John Blank  
Member of Congress

**LABOR, HHS, EDUCATION AND RELATED AGENCIES  
FY05 PROJECT QUESTIONNAIRE SHEET**

1. Name of Member of Congress: *John Blank*
2. Congressional Staff contact, phone number, and email address: *Jane Doe, 5-####,  
jane.doe@mail.house.gov*
3. Priority ranking: Due to the funding constraints the Subcommittee faces each year, please assign a priority number to each project for which you are requesting funding.

*This project is ranked 3rd out of 3 total requests.*

4. Name and address of the project grant recipient and name and telephone number (and e-mail address, if available) of a contact person at the recipient organization. If the potential recipient is a school, please provide the name and location of the school district in which the school is located. Also, if the project is to be carried out in a location that is different from the grantee address, please provide that city and State.

*Franklin Key Emergency Youth Shelter, 230 Jensen Drive, Paducah, KY 42111  
Suzie Smith, Program Coordinator, 230 Jensen Drive, Paducah, KY 42111,  
(270) 555-5555, smith@XXXXXXXXX.org*

5. Provide a brief description of the activity or project for which funding is requested. **The only construction funding available is for health-related activities.** If the request is for health-related construction, please identify the programmatic activity that will be carried out in the health facility.

*We are requesting funding for a large portion of our first year operating expenses. We anticipate that future annual expenses for Franklin Key will be maintained through grants, payments from the State youth service agencies, along with fundraising and community donations after the program is established. The Board of Directors feels strongly that facility operations will be sustained if the initial startup costs can be obtained.*

6. Funding details:
  - a. Total project cost: *\$355,000*
  - b. Amount you are requesting for this project in fiscal year 2005:  
  
*\$100,000*
  - c. **Break down/budget** of the amount you are requesting for this project in fiscal year 2005. (For example, salary \$40,000; computer \$3,000 etc.)

<i>Salaries</i>	<i>\$38,000</i>	<i>Director</i>
	<i>33,000</i>	<i>1.5 Counselors</i>
<i>Benefits</i>	<i>4,000</i>	<i>Workers Comp., unemployment, insurance, etc.</i>
<i>Facility</i>	<i>15,000</i>	<i>Rent, utilities, meals, linens, housekeeping</i>
<i>Computer</i>	<i>2,000</i>	
<i>Medical</i>	<i>1,000</i>	<i>Youth doctor visits, prescriptions</i>
<i>Telephone</i>	<i>1,000</i>	<i>1-800 Number, regular service, answering service</i>
<i>Administrative</i>	<i>5,000</i>	<i>Record keeping, reporting requirements, audits</i>
<i>Supplies</i>	<i>1,000</i>	
<i>TOTAL</i>	<i>\$100,000</i>	

- d. What other funding sources are contributing to this project?

*We have held fundraisers and had donations from various individuals, religious groups, and civic organizations. To date, over \$50,000 has been raised. We have participated in a major fundraiser with the Community Foundation of West Kentucky. This qualified us for matching funds for an endowment account for future use. We have two major fundraisers planned in the near future and continue to pursue other grants and funding opportunities.*

What amount does each of these funding sources contribute?

<i>United Methodist Church</i>	<i>\$15,000</i>
<i>Community Foundation of West Kentucky Fund Run</i>	<i>5,000</i>
<i>Purchase Area Extension Homemakers</i>	<i>3,000</i>
<i>Emergency Shelter Grant (State)</i>	<i>8,000</i>
<i>Other fundraisers/donations</i>	<i>21,000</i>
<i>City of Paducah</i>	<i>10,000</i>

*These are all one-time donations and are not guaranteed for renewal.*

- e. Has the potential recipient received funding for this project from any Federal agency currently or in the past five years? If yes, include information on the amount of funds, the years received, and the name of the Federal agency and program providing the funding.

*Federal funding has not previously been requested for this program.*

7. Describe the organization's main activities, and whether it is a public, private or non-profit entity.

*Franklin Key is a non-profit entity.*

*The main purpose of Franklin Key is to provide an emergency youth shelter for children who, due to various circumstances, have no other place to go. Our goal is to get these children off the streets and into a safe environment where they can get the help and the direction they need. The shelter will be open to runaways, the homeless, status offenders referred by the family court, and to children who are waiting for a foster care home. Services include: 24-hour temporary shelter, food, clothing, counseling, recreation, life skill building, case disposition, aftercare services, and linkage with our community resources. We address the medical, educational, psychological, and housing needs of the youth.*

8. What is the national significance of the project, and what specific federal responsibility does the funding of this project or activity further? For example, what measurable improvements in health status, educational achievement, or similar outcomes will result from this project?

*The children of today are the adults of the future. We need to address their needs and get them off the streets before they commit unlawful acts and become part of the criminal justice system. Our program will help them to move in the right direction to become productive adults and responsible citizens. We have the responsibility to protect children from harm and provide the resources needed for them to grow and learn in a positive way.*